

**CITY OF NEWPORT - TASK 3.07 WORK ORDER  
FY2017 TECHNICAL ASSISTANCE SERVICES  
OWRD PURSUIT FOR WATER TOWER SEISMIC RETROFIT**



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**PREPARED FOR:** CITY OF NEWPORT, OREGON - PUBLIC WORKS DEPARTMENT  
**PREPARED BY:** TIA A. CAVENDER, MA, GPC, PRESIDENT, CHASE PARK GRANTS  
**DATE SUBMITTED:** JUNE 1, 2016

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**OBJECTIVE**

Obtain grant funds to support the seismic rehabilitation of Newport's above-ground water towers.

**APPROACH**

- Conduct in-depth research about the Oregon Water Resources Department's (OWRD) Water Projects Grants and Loans program to establish an appropriate pursuit strategy.
- Conduct key informant interviews, including an in-person meeting with the program officer.
- Create an interview guide in preparation for key informant interviews.
- Receive technical support by participating in the pre-application conference with the program officer.
- Provide feedback to OWRD staff in charge of refining their grant application process.
- Access score and ranking criteria, and identify ways to maximize competitiveness.
- Analyze application cohort from first funding cycle to determine trends in giving, scoring, etc.
- Evaluate award pool from the previous funding cycle.
- Interview previous applicants to obtain lessons learned about the application process.
- Confirm eligibility status and verify eligible project expenses.
- Solicit supporters to provide public comments during the public comment period.
- Attend two OWRD Water Resource Commission meetings.
- Cultivate relationships with member of the Water Resources Commission.
- Coordinate between funding agency representatives, the City's Public Works Department, and its technical advisors.
- Facilitate planning meetings and obtain technical information from engineers and other consultants.
- Create application content with limited information from engineer (just project scope and budget).

- Complete application, budget documents, letters of support, and auxiliary materials.
- Provide ongoing support during the application submission, review, and award process.

#### **DELIVERABLES**

- Pursuit Plan detailing activities and strategies to maximize the City's competitiveness for grant funds.
- Grant Program Summary detailing application requirements, review criteria, key milestones, and award process.
- Draft and final iterations of grant application forms and supplementary materials.
- Attend one in-person funder meeting or site visit.
- Draft letters of support to accompany application submissions as needed.

#### **CITY INVOLVEMENT**

- The City's financial department will assist in providing financial documents and consultation as needed.
- The City's Public Works Director and associated engineering and legal consultants will participate in the planning process, review and approve draft and final versions of loan applications.
- The City's engineering vendor/s will provide technical expertise, engineering reports, and environmental reports as needed.
- City staff will assist in obtaining and compiling supplementary application materials, letters of support, and other materials as needed.
- The City will cover costs for technical assistance or support provided by other consultants (e.g. engineers).

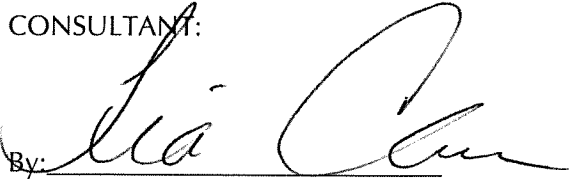
#### **PROJECT SCHEDULE**

This work order spans the City's 2017 fiscal year, beginning July 1, 2016 and ending June 30, 2017 or when approved funds have been exhausted, whichever occurs first. The timeline of activities will vary depending on the funding agency, application deadlines and City staff availability.

#### **COST OF SERVICES**

We expect to use 170 consultant team hours to conduct the work as described in this scope. Based on a consultant team rate of \$195/hour, the cost to conduct the work in this scope is \$33,150. This estimate is based on the current application and scoring process. However, OWRD is expected to revise the application and update its scoring process, both of which could significantly affect the level of effort necessary to complete a competitive grant application. Therefore, we have included a 20% contingency, bringing the total cost to \$39,780. Work will be invoiced monthly, based on a time and materials basis.

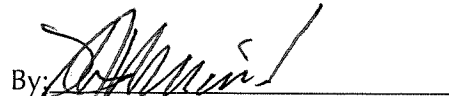
CONSULTANT:

By: 

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Date: \_\_\_\_\_

CITY OF NEWPORT:

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